

CIVILIAN RATING OF RECORD <i>(Please read Privacy Act Statement on reverse before completing this form.)</i>							
EMPLOYEE (Last Name, First, Middle Initial) CHARGE, IMA N.		SSN 111-11-1111	ORGANIZATION HQ ORG/OFF	PAY PLAN GG	SERIES 0343	GRADE/STEP 12/01	SALARY W/O LOCALITY PAY \$48,223.00
APPRAISAL PERIOD	FROM: 20010401	TO: 20020331	EFFECTIVE DATE: 20020601				
- Part A normally contains one to seven critical elements. - Rate the critical element(s) in Part A by placing an "X" in the appropriate block(s). The overall performance rating is derived from the ratings of the critical elements. A rating of "Does not meet" on any critical element results in a determination that overall performance is unacceptable. An Unacceptable rating is the basis for initiating a performance improvement plan and requires proper documentation. Contact the Civilian Personnel Flight for assistance. - Complete Part B, "Impact on Mission Accomplishment" for GS-14s and GS-15s (bullet format, limited to 9 lines). Optional to complete for others. - Complete Part C, "Award Justification" for those being recommended for an award (bullet format, limited to 9 lines).							
PART A. Position Requirements. (Was the employee's performance Unacceptable or Acceptable on the Performance Plan's critical elements?)							
	DOES NOT MEET	MEETS		DOES NOT MEET	MEETS		
ELEMENT 1		X	ELEMENT 8				
ELEMENT 2		X	ELEMENT 9				
ELEMENT 3		X	ELEMENT 10				
ELEMENT 4			ELEMENT 11				
ELEMENT 5			ELEMENT 12				
ELEMENT 6			ELEMENT 13				
ELEMENT 7			ELEMENT 14				
OVERALL PERFORMANCE RATING R		R - ACCEPTABLE: Rated "Meets Standards" on all critical elements. N - UNACCEPTABLE: Rated "Does Not Meet Standards" on one or more critical elements.					
PART B. Impact on Mission Accomplishment. (Mandatory completion required for GS-14s/15s.)							
PART C. Award Justification. (Part B may serve as Part C award justification.)							
-Expertly briefed members from Air Staff and NSA, resulting in overwhelming approval of \$18M project. -Led and orchestrated project team's efforts in getting proposal to final stage, exceeding all timeliness milestones. -Ensured team members received important and necessary training to enable them to develop well-researched, easily understood plans for the future of our organization.							
PART D. Performance Award.							
AWARD (Enter "P"-Performance or "Q"-QSI)		AWARD PERCENTAGE OR AMOUNT (If P (cash), enter as a percentage, e.g., 1.5, or a dollar amount)		OTHER AWARD (For time-off awards, state number of hours)			
P		1.03%		TOA - 4 Hours			
Certification for Time-Off Award (as applicable): I have considered fully the wage costs and productivity loss in granting this time-off award. The amount of time-off granted is commensurate with the individual's contribution or accomplishment. I also considered the unit's workload and unit employees' leave projections and certify that the employee can schedule the time-off award in addition to other scheduled leave. I also considered other available forms of recognition in determining the amount of this time-off award. <i>Note: Ensure the number of time-off award hours previously awarded to this employee this leave year plus this award does not exceed 80 hours.</i>							
PART E. Certification. (Certify by having rater, reviewer, award approving official (if required), and employee sign and date this form.)							
RATER (Supervisor's signature and duty phone)					DATE (YYYYMMDD)		
WANTIT YESTERDAY, 999-0000					20020706		
REVIEWER (Signature and duty phone)					DATE (YYYYMMDD)		
DEMANDS A. LOT, Col, USAF, 999-0000					20020706		
AWARD APPROVING OFFICIAL (If required, signature and duty phone)					DATE (YYYYMMDD)		
HASAL THEBUCKS, Col, USAF, 999-0000					20020706		
EMPLOYEE (Receipt acknowledged. Signature does not indicate agreement or disagreement.)					DATE (YYYYMMDD)		

PART F. Civilian Promotion Appraisal.

This appraisal is used for competitive inservice placement actions, including promotions, reassignments or demotions to positions with known growth potential, and other such instances. The ratings on this form are used as a sort factor in determining final rank order of employees having substantially equal knowledge, skills and abilities, when the number of candidates exceeds the number of employees who can be referred to the selecting official for consideration.

APPRAISAL FACTORS - MANNER OF PERFORMANCE *(Do not complete if employee is a GS-15)*

Appraisal factors listed below represent work behaviors that can be observed in the context of the employee's current position and are considered predictive of performance at the next higher level. Based on your observations of the employee's performance, rate EVERY appraisal factor. Use the following scale in making the ratings. Place the number (1-9) in the block preceding the factor.

	LOW RANGE	CENTRAL RANGE	HIGH RANGE
	1. Very Poor 2. Far Below Fully Successful 3. Below Fully Successful	4. Slightly Below Fully Successful 5. Fully Successful 6. Slightly Above Fully Successful	7. Above Fully Successful 8. Far Above Fully Successful 9. Outstanding
9	1. WORK EFFORT: <i>Exerts effort and shows initiative in starting, carrying out and completing tasks; spends time effectively performing work.</i>		
9	2. ADAPTABILITY TO WORK: <i>Picks up new ideas and procedures quickly; is easy to instruct; can adapt to the demands of new situations; understands and carries out oral or written instructions.</i>		
9	3. PROBLEM SOLVING: <i>Devises effective solutions to problems or identifies effective methods and procedures for accomplishing objectives.</i>		
9	4. WORKING RELATIONSHIPS: <i>Sensitive to the behavior of fellow workers, supervisors and subordinates; maintains effective working relationships with others.</i>		
9	5. COMMUNICATION: <i>Communicates clearly and effectively, whether orally or in writing.</i>		
9	6. WORK PRODUCTIVITY: <i>Productive during work time; completes his/her work projects, duties and tasks in a timely manner.</i>		
9	7. SELF-SUFFICIENCY: <i>Works independently with little need for additional supervision or help; follows through well; accomplishes all tasks required to complete a job on his/her own.</i>		
9	8. SKILL IN WORK: <i>Performs job-associated tasks well, whether they require physical, technical, professional, supervisory or managerial skills, is considered very skillful on the job.</i>		
9	9. WORK MANAGEMENT: <i>Effectively plans and organizes work; properly follows or implements management procedures, directives, regulations, or technical orders; ability to direct or evaluate or substitute for absent supervisor.</i>		

PRIVACY ACT STATEMENT

Authority: 10 U.S.C. 8013 and Executive Order 9397.

Purpose: The social security number is needed to correctly identify the employee.

Routine Use: This information may be disclosed to another agency if the employee transfers to another agency.

Disclosure is Voluntary: However, without it, it may affect the ability to accurately identify the employee and the records.